

Registration

The training officially begins at 9:00 am on Tuesday, February 7th. The **Registration Fee is \$50 per participant.**

The registration fee includes:

- Training Materials
- Sessions/Workshops
- Lunches (2/7 and 2/8)
- Reception (2/7)
- Continental Breakfasts & Breaks

One registration form must be completed for each participant. The **Registration Deadline is Friday, January 20th, 2006.**

Only one check or purchase order needs to be sent per agency/company. Checks should be made payable to Wisconsin Energy Conservation Corporation (WECC) and need not accompany registrations. Completed registrations may be mailed (WI Energy Conservation Corporation, 211 S Paterson, 3rd Floor, Madison, WI 53703) or faxed (608/249-0339) to WECC. Sorry no credit card payments can be accepted.

Cancellations, Refunds, and Substitutions

Full refunds are given for cancellations received before January 20th, 2006. No refunds (whole or partial) will be given for cancellations received after this date. There are no refunds for no-shows. You may substitute attendees at any time. Please contact Becky at 800-969-9322 x285 to notify of cancellations or substitutions.

Training Agenda

Monday, February 6th

4:00 pm *Registration Opens*
7:00 pm *Registration Closes*

Tuesday, February 7th

8:00 am *Registration & Continental Breakfast*
9:15 am Welcome by
 Stephen E. Bablitch, Secretary
 Keynote Speech
10:30 am Morning Sessions
Noon *Lunch (provided)*
1:00 pm Afternoon Sessions
5:30 pm *Hors d'oeuvres Reception and Group Activities*

Wednesday, February 8th

7:30 am *Continental Breakfast*
8:30 am Program Planning
10:30 am Morning Sessions
Noon *Lunch (provided)*
1:00 pm WX Grantee Meeting & Afternoon Sessions
3:30 pm Conference Adjourns

Grants Management

Learn grants management basics related to the Wisconsin Weatherization Program. Emphasis will be placed on current areas of interest.

Session List

The following sessions will occur throughout the training event. Sessions marked with an asterisk (*) are highlighted with a brief description in this announcement.

- Home Energy Plus Application
- Dealing With Problem Clients
- Crisis – Roundtable
- Crisis Allocation – The New Formula *
- Grants Management *
- WISWAP Questions & Discussion
- Furnace Basics for WHEAP Staff *
- WHEAP Reports
- Saving Energy in the Home*
- Preparing for a New Season
- Wx Manual 101 & 102
- Stress Relief
- Using the News Media Effectively *
- What Utilities are Looking For *

Using the News Media Effectively

Participate in an interactive session providing information on ways to work with the media to increase the effectiveness of getting your message to the public.

Session Highlights Continued →

